

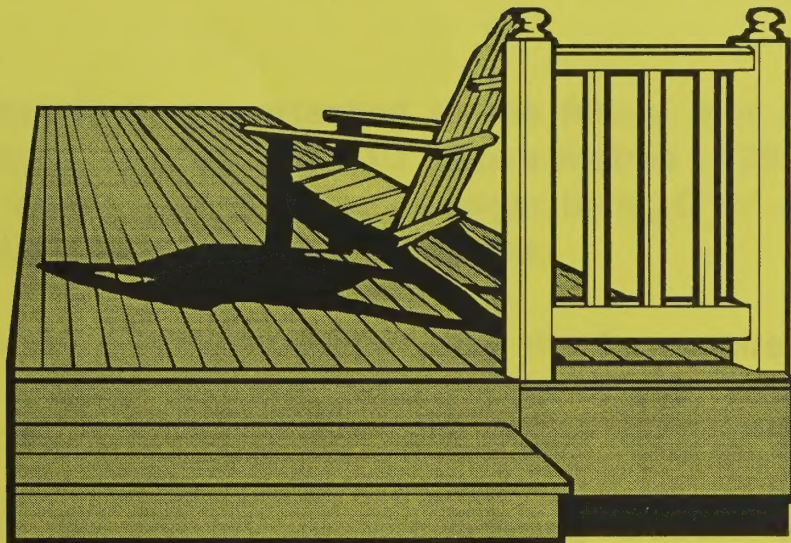
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**URBAN
MUNICIPAL**

PORCHES AND DECKS

A HOMEOWNER'S GUIDE



**Building Department
3rd Floor, City Hall
71 Main Street West
Hamilton, Ontario
L8P 4Y5**

**Office Hours:
Monday to Thursday
8:00 a.m. to 6:00 p.m.
Friday
8:00 a.m. to 5:00 p.m.**

General Information: (905) 546-2720

PORCHES AND DECKS

A Homeowner's Guide

If you are a homeowner and are planning to construct a porch or a deck, this guide will tell what is required for the building permit application and the zoning regulations governing the construction of these structures.

When is a Building Permit Required?

In general, a building permit is required for the construction of detached structures greater than 10 square metres (108 square feet) and for the construction of all structures proposed to be attached to the principal building.

Decks in the rear yard, not attached to the house, not more than 6 inches above grade, and less than 10 square metres (108 square feet) in area, do not require a permit. Decks larger than 10 m² (108 ft²) and all decks attached to a house require a permit.

NOTE: **Although a building permit may not be required, you must still comply with the requirements of the Hamilton Zoning By-Law.**

Building permits are issued by the Building Department and are reviewed for compliance with the Ontario Building Code, the Hamilton Zoning By-Law and other applicable provincial and municipal regulations.

Building permits are necessary to ensure that zoning requirements, fire and structural safety standards, and other building standards are met.

Applying for a Building Permit

Applications for building permits are available at the Building Department, located on the 3rd floor of City Hall, 71 Main Street West. A sample of a completed building permit application form is shown in Figures 1 and 2.

With your application you will be required to submit **two (2) copies** of detailed construction drawings and the required building permit fee. Building permit fees are required to be paid in full at the time of application. The current fee schedule can be obtained by contacting our Department prior to making application.

NOTE: Standard construction details for concrete porches and wood-frames decks are available at the Building Department service counter for your use.

Site Plan

Two (2) copies of a site plan must accompany all permit applications. A site plan identifies buildings and other features in relation to property boundaries. The site plan should identify your existing house and the size and location of the proposed porch or deck. A sample of a site plan is shown in Figure 3.

The following information should be shown on the site plan:

- title and scale
- north arrow
- legal description – lot and plan numbers
- street name
- property dimensions
- setbacks to all property lines for the existing dwelling and the proposed deck or porch
- rights-of-way and easements
- information on all accessory buildings such as the size and location of a garage, swimming pool or tool shed
- front yard landscaping

Wood-frame Deck

Construction plans for a wood-frame deck must indicate the following information: A sample of a floor plan is shown in Figure 4.

- size and dimensions
- wood joists – size, grade, and species; direction and spacing
- wood beams – size grade and species
- wood posts – size grade and species
- concrete piers – concrete compressive strength, size, depth, and footing size
- height of deck – height from finished grade to top of decking
- construction of stairs – stair dimensions (rise, run, tread, width), and stringer size
- construction of guards and handrails – material specifications, location, size, spacing, height and attachment
- roof framing (if applicable) – size, grade and spacing of rafters, and support

Concrete Porch

Construction plans for a concrete porch must indicate the following information:

- size and dimensions
- size and thickness of concrete or masonry foundation walls and footings
- concrete slab – compressive strength, size and spacing of reinforcing bars
- height of porch – height from finished grade to top of finished concrete
- construction of stairs – stair dimensions (rise, run, tread, width)
- construction of guards and handrails – material specifications, location, size, spacing, height and attachment
- roof framing (if applicable) – size, grade and spacing of rafters, and support

Plans must be drawn to scale and be printed in ink or blueprint. Original drawings in pencil are not acceptable, but photocopies of pencilled drawings are fine.

Plans must be fully dimensioned in either metric or imperial units, but not a combination of both and include the following information:

- Title
- Date
- Municipal Address
- Scale
- Dimensions
- Extent of new and existing construction

Building permits may be applied for by a property owner, or by an agent on behalf of the owner, such as the contractor or designer.

NOTE: It is the homeowner's responsibility to ensure that a building permit is obtained when required.

Please contact our Department in the planning stages of your project to determine the requirements for building permit application, including the current fee schedule.

When the review of your application is complete, you will be notified by letter if there are any outstanding requirements, otherwise, the building permit and a copy of the approved plans will be mailed to you.

Once you receive your permit, please read the approved permit documents thoroughly before commencing construction. The construction of the porch or deck must be in accordance with the plans and documents issued with your permit.

Several inspections are required during construction to ensure that all work is done in accordance with the approved plans. Contact the Building Inspector before you start your project to find out what inspections are required.

NOTE: It is your responsibility as the owner to ensure that either you or your contractor contacts the City to request an inspection at least 24 hours before work proceeds from one inspection stage to the next.

For inspections call (905) 546-2782 between the hours of 8:00 a.m. and 4:00 p.m., Monday to Friday.

Hamilton Zoning By-Law Requirements

Porches and decks must be located in conformance with the Hamilton Zoning By-Law as follows:

Detached Decks

Detached decks are permitted only in the rear yard. The rear yard is defined as the area between the principal dwelling and the rear property line, extending from side property line to side property line.

Please see, "Swimming Pools: A Homeowner's Guide", for requirements when a deck is used in conjunction with an above-ground pool.

Uncovered Porches and Decks

An uncovered porch or deck, which does not extend more than 1.0 metre (3.28 feet) above the floor level of the first storey, must be at least 0.5 metres (1.64 feet) from the side and rear property lines and at least 1.5 metres (4.92 feet) from the front property line.

Roofed-Over Porches and Decks

A roofed-over, unenclosed one-storey porch or deck at the first storey level, including eaves and gutters, may project into a required front yard or rear yard to a distance of not more than 3.0 metres (9.84 feet),

and every such projecting porch or deck shall be at least 1.5 metres from the front property line. The side-yard setback is determined by the zoning requirements that apply to your property.

You may contact our Customer Service Representatives to determine the specific requirements for your project.

NOTE: If the requirements of the Hamilton Zoning By-Law can not be met, you may wish to make application to the Committee of Adjustment in order to attempt to receive a minor variance from the Zoning By-Law.

General Information

If you have any questions or concerns with building permit requirements, you may obtain information by visiting the Building Department service counter or by calling (905) 546-2720.

Customer Service Representatives are available to assist you between 8:00 a.m. and 6:00 p.m. Monday to Thursday, and between 8:00 a.m. and 5:00 p.m. on Friday.

Figure 1

ZONE _____ MAP NO. _____	THE CORPORATION OF THE CITY OF HAMILTON DEPARTMENT OF BUILDINGS HAMILTON, ONTARIO FOR OFFICE USE ONLY	TAG NO. _____ SEC. NO. _____ PLAN NO. _____ PERMIT NO. _____
ESTIMATED COST OF WORK \$ _____ PERMIT FEE \$ _____ CITY DEV. CHARGE ☐ YES ☐ NO REG. DEV. CHARGE ☐ YES ☐ NO 5% LAND DEDICATION ☐ YES ☐ NO	REQUIRED APPROVALS C. OF A. ☐ YES ☐ NO D. A. ☐ YES ☐ NO L.A.C.A.C. ☐ YES ☐ NO LAND DIVISION ☐ YES ☐ NO	PREPAID PERMIT FEE AMOUNT _____ REC'D _____ RECEIPT _____ DATE _____ VISA AUTHORIZATION NO. _____

APPLICATION FORM					
TO: ☐ ERECT ☐ ALTER ☒ ADD ☐ DEMOLISH ☐ CHANGE OF USE ☐ CONDITIONAL ☒ PRINCIPAL BUILDING ☐ ACCESSORY BUILDING ☐ HVAC ☐ PLUMBING ☐ DRAINAGE/WEeping TILE ☐ SIGN					
PRESENT USE	SINGLE FAMILY DWELLING		PROPOSED USE	SINGLE FAMILY DWELLING	
LOCATION	123 OAK STREET MUNICIPAL NUMBER STREET LOT NUMBER				
BETWEEN	WILLIAM ST. AND BIRCH ST. CROSS STREET CROSS STREET				
OWNER	PAUL WILLIAMS	123 OAK ST.	HAMILTON	523-2300	L8L 1X1
	NAME	ADDRESS	CITY	PHONE/POSTAL CODE	
TENANT					
	NAME	ADDRESS	CITY	PHONE/POSTAL CODE	
CON-TRACTOR	OWNER				
	NAME	ADDRESS	CITY	PHONE/POSTAL CODE	
DESIGNER	OWNER				
	NAME	ADDRESS	CITY	PHONE/POSTAL CODE	
DESCRIPTION OF WORK			LICENCE/NHWP REG. NO.		
TO CONSTRUCT A 10'x16'			COST OF WORK		
UNCOVERED WOOD DECK AT			BUILDING	\$ _____	
REAR OF DWELLING.			HVAC	\$ _____	
			PLUMBING	\$ _____	
			ELECTRICAL	\$ _____	
			TOTAL	\$ 5,000 ⁰⁰	
APPLICAT.FRM May 1994					

SAMPLE APPLICATION FORM FOR A DECK
(Front)

Figure 2



APPROX.
NORTH

SEE DRAWINGS

PLOT PLAN
Based on an
Ontario
Land Surveyor's
Survey

Adjacent House
if
within
100'
of lot

Adjacent House
if
within
100'
of lot

FRONT

Street

STATUTORY DECLARATION

I PAUL WILLIAMS
PLEASE PRINT

Municipality of Hamilton Wentworth solemnly declare that I am (the owner) ~~(the authorized agent of the owner)~~ above-named, that I have a personal knowledge of the particulars above-stated, and that all the information and statements given on this application form and on the drawings and specifications are to the best of my knowledge and belief true, and that I know of no reason why the permit should not be granted to me in pursuance of the said application. And I make this Solemn Declaration conscientiously believing it to be true, and knowing it is of the same force and effect as if made under oath, and by virtue of "THE CANADA EVIDENCE ACT".

DECLARED before me at the City of Hamilton, in the Regional Municipality of Hamilton Wentworth

this _____ day of _____

in the year of our Lord 19____

A commissioner for taking affidavits in and for the Regional Municipality of Hamilton Wentworth.

My commission expires on _____

of the City of Hamilton, in the Regional

APPLICANT
SIGNATURE

ADDRESS

123 OAK ST.

MUNICIPAL NO. STREET

HAMILTON
CITY

523-2300
L8L 1X1
PHONE/POSTAL CODE

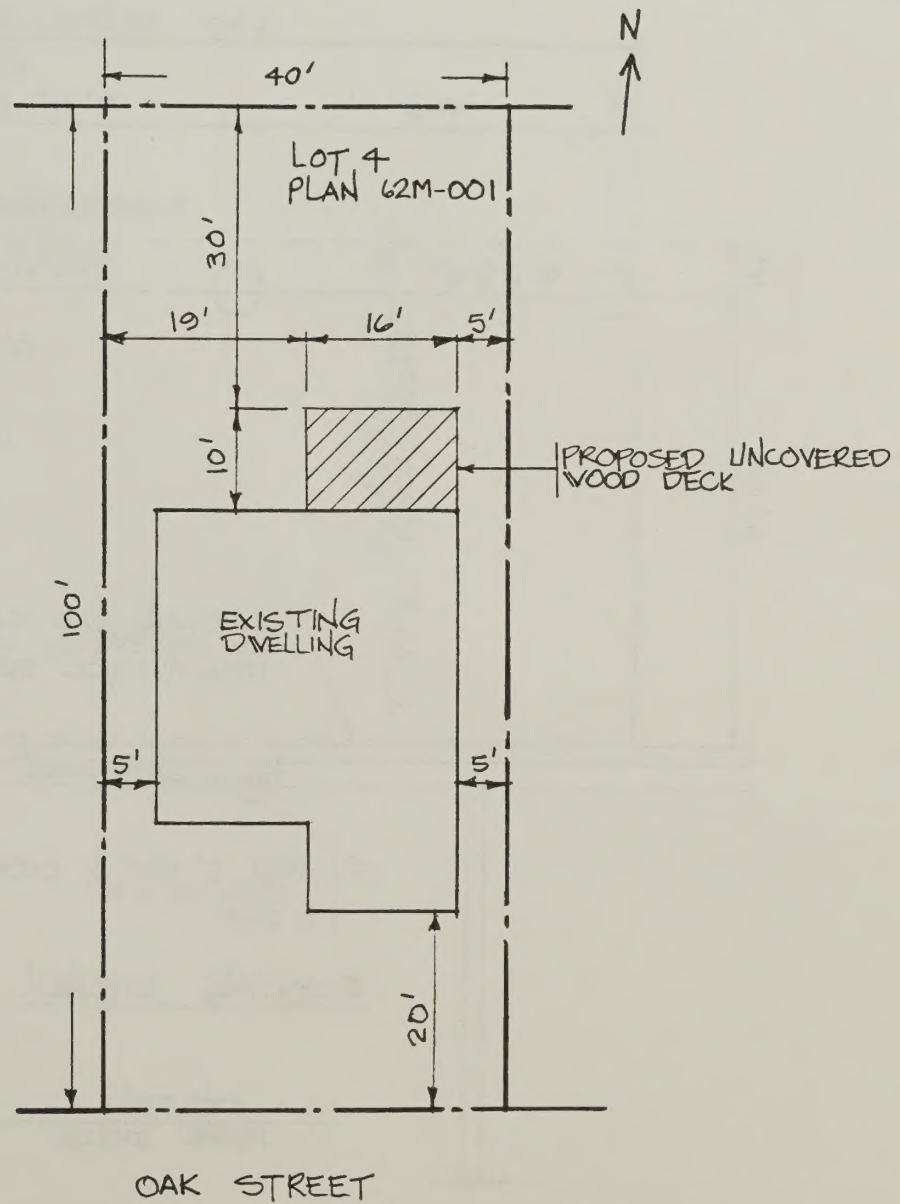
PUBLIC RECORD

Personal information contained on this form is collected under the authority of the City of Hamilton By Law 93-167, and amendments thereto, and will be used to ensure compliance with the Building Code Act, R.S.O., 1993. Questions about this collection should be directed to: Building Commissioner, 71 Main Street West, 3rd floor, Hamilton, Ontario, L8N 3T4, (905) 546 2720.

SAMPLE APPLICATION FORM FOR A DECK

(Back – Application form is to be signed in front of one of our Customer Service Representatives)

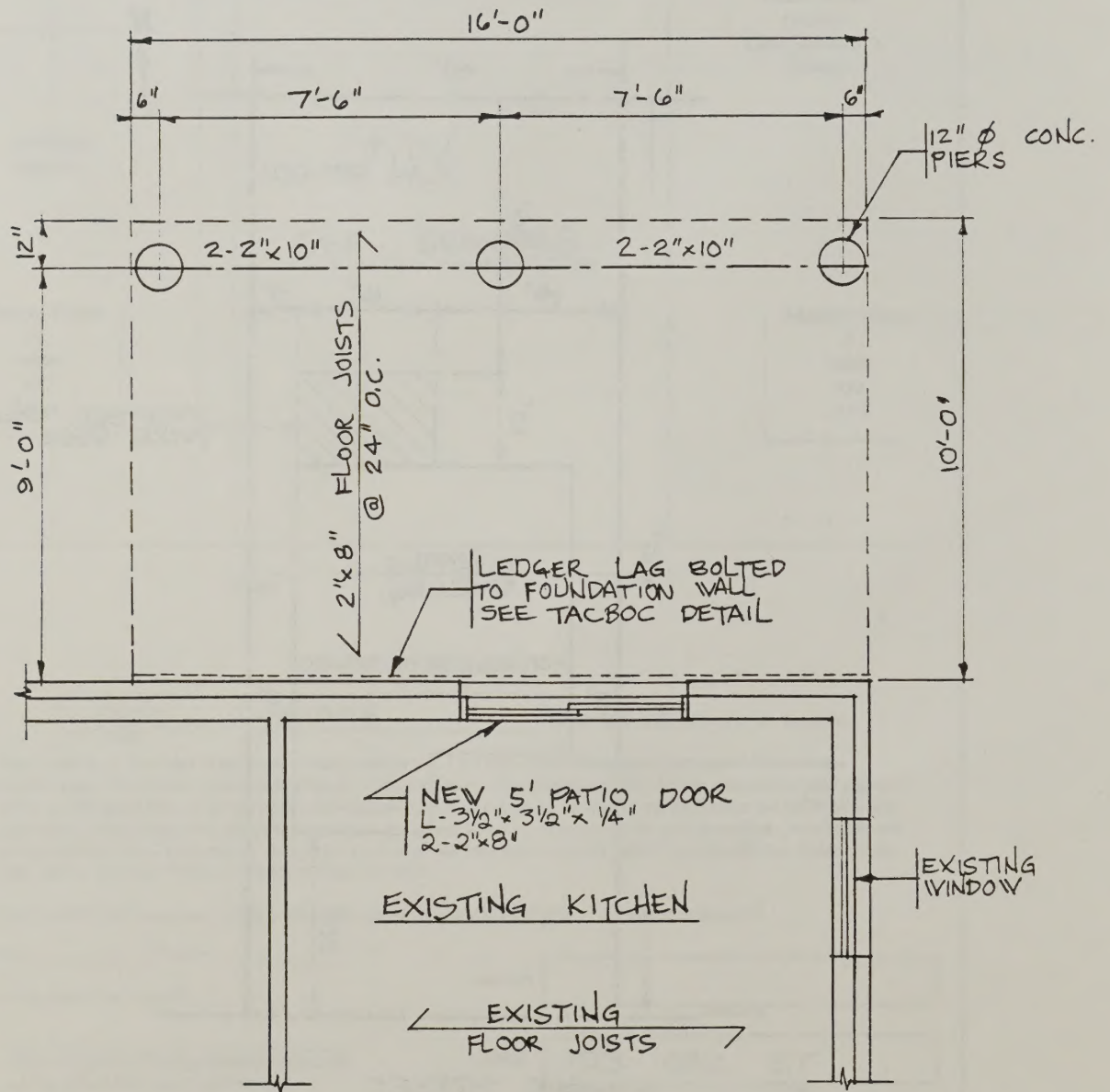
Figure 3



SITE PLAN OF 123 OAK ST
 SCALE 1"=20'
 JULY 30/98

SAMPLE SITE PLAN FOR A DECK

Figure 4



FLOOR PLAN
SCALE 1/4" = 1'-0"

SAMPLE FLOOR PLAN FOR A DECK

Contacts

- **Locate Service**
Ontario One Call Limited
1-800-400-2255
(905) 709-1717

- **Committee of Adjustment**
71 Main Street West
3rd Floor
Hamilton, Ontario
L8P 4Y5
(905) 546-2720





Produced by the City of Hamilton Building Department
August 1998